

CONFIDENTIAL

Approved For Release 2003/12/10 : CIA-RDP60-00594A000400040054-7

Office Memorandum • UNITED STATES GOVERNMENT**TO :** Chief, Intelligence School**DATE:** 9 September 1958**FROM :** Chief, Clerical Training**SUBJECT:** Weekly Report No. 35, 3 - 8 September 1958.*(printer)*

1. Tutorial Teaching in Clerical Refresher Training. It was found necessary by the Office of Logistics that two of their men be trained at a typewriter to facilitate their operating a teletape setter (keyboard the same as a typewriter except for the fringe keys). Consequently, Clerical Refresher Training is giving basic instruction on the touch system of typing to these individuals.

2. Numbers in Clerical Induction Training. During the week of 2 September 1958 there were 88 people in Clerical Induction Training. Of those, 19 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 2 September 1958 there were 35 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 3 September 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	3	1
Typewriting	8	4

25X1

5. Clerical Training Staff Member on Sick Leave. Miss [] Training Assistant, was home on sick leave the entire week of 2 September 1958.

25X

Maybe better phrased "on leave, homesick".

25X1

6. Instructor Attends Lectures. In an attempt to survey the entire orientation program, as it is now being presented to clerical employees, Mrs. [] is auditing those portions conducted by other than the COT staff. Last week she audited the communism lectures given by SIC to clericals, and on 8 September she audited the Agency orientation briefing given by Mr. []. Plans have been made for her to audit Mr. [] security briefing on 15 September.

25X

25X1

Document No. 146 54NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

X1 Date: 14 March 1978 Approved For Release 2003/12/10 : CIA-RDP60-00594A000400040054-7

25X